

**SOMERS LIBRARY BOARD OF TRUSTEES**  
**PO Box 443**  
**Somers, NY 10589**

**MEETING MINUTES**  
**January 9, 2013**

President Hasl called the meeting to order at 8:00 p.m.

The members present were: Ian Carnow, Jim Hasl, Bill Kehoe, Laura Parisi, Jean Reidy, Barbara Stockwell, Ann Westerman, and Christine Williamson-Canavan.

Liz Mignardi was absent.

Library Director Pat Miller and Councilman Richard Clinchy were also present.

New in 2013, Mrs. Schirmer will send out the meeting reminders and agendas the week before the monthly meetings.

**Approval of Minutes**

Mrs. Westerman made a motion to approve the minutes of the monthly meeting held on December 12, 2012 as submitted. All were in favor.

**Announcements and Correspondences**

The Westchester Library System will be holding their 15<sup>th</sup> Annual African American Literary Celebration on January 18 at 8:00 a.m. at Tappan Hill.

Thank you cards were received from the staff, Mrs. Miller and Mrs. Schirmer for the holiday gifts the Trustees gave them.

Complimentary emails were received from a patron that Mrs. Herman assisted with a personal problem, for the good work being done on the newsletter, and for the pins on Pinterest that Mrs. Herman is handling.

Lists of staff and patron picks have been created.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #1, the Somers Library Vouchers and Gift Fund were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #1, dated January 9, 2013 in the amount of \$66,389.46, which included voucher numbers 74654 to 74682. All were in favor.

The contractual amount spent this past month for January 2013 expenditures and 2012 encumbrances was \$12,792.23. This compares to \$62,322.34 (\$23,042.24 if adjusted

for one time building expense of \$39,280.10, reimbursed by the Town) for December, and \$39,374.19 for November. There was no spending from the Gift Fund. Last month, \$8,593, or 67% of discretionary spending, went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books (books and library materials) \$2,771; Staples \$1,538; and Metro Fuel (heating oil delivery) \$1,523. Payroll and benefits charges were \$53,597.23 Total Library spending for all accounts was \$66,389.46.

### **DIRECTOR'S REPORT AND STAFF MEETING MINUTES**

All Trustees received a copy of Mrs. Miller's Monthly Report, as well as the Staff Meeting minutes from December 19, 2012.

**Library Director II** – Per the recommendation of Westchester Civil Service, Mrs. Miller took the Library Director II Training and Experience Exam and received the final grade on January 2. Next step is to work with the Personnel Committee to re-evaluate the Library Director position, to which she will need to apply. Mrs. Miller was congratulated by all.

**Medical Flex Spending** – The Town has offered a medical flex spending account to all full time and part time employees. This gives one an option to set aside tax free money to take care of medical costs. There was a meeting at the Town house on December 13 and at the Library on December 17 to explain details and to answer questions.

**Library Security** – Somers Police Chief Mike Driscoll joined the staff at their December 19 meeting to discuss library security, in light of the recent tragedy in Newtown, CT.

**Parking Lot Reconstruction** – The original proposal was to have the parking lot reconstruction project completed by December 15. Unfortunately Hurricane Sandy prevented that from happening and January 1 became the new target date. At the end of December there were two snow storms. No one is sure when it is to be completed now. Mrs. Miller indicated that it would be helpful if she had a contact name and number to consult with. This has been very difficult on the Library patrons as parking is currently very limited.

**Statistics** – The monthly and year to date circulation statistics were distributed. The numbers are once again down slightly as a result of the current parking lot reconstruction.

### **REPORTS FROM STANDING COMMITTEES**

As has been done in the past, if there is a Committee Report it should be sent to all prior to the meeting. Moving forward, if one of the Committee Chairs wants to speak at a meeting, they will have to make the request to do so with Mr. Hasl and they will be placed on the agenda. All efforts are being made to keep the meetings from becoming too lengthy.

New for 2013, all Chairs have been asked to meet with their Committees between now

and the February meeting to identify the Committee's top priorities for the upcoming year, and to report them next month.

Efforts will also be made for Committees to work together on certain projects and/or programs.

**Public Relations** – The Committee met last week to review logos created by resident Carol Genovese who has done work for the Town and offered her services. Several designs were submitted and the Committee narrowed it down to two that were shared this evening. Both color and black and white copies were provided. Ms. Genovese has been asked to tweak both of these renditions a bit in terms of font, and then a decision will be made as to which will be the new Library logo.

There was a lot of support from community groups and organizations who had a presence at the Library Day last year. The Committee thought that each month, a Board member could address these groups and organizations with ways in which the Library can help them (using the meeting room for a meeting/program; using the display case; giving them a place to promote their group or organization, etc.) Establishing ongoing relationships is important, as well as maintaining communication with them. A list will be created and assignments made.

#### **Somers Library Foundation**

Somers Library Foundation President Rose Corbett met briefly with the Trustees last month to ask for a list of ideas and associated costs they can fund for the Library. Mrs. Mignardi would like to work with the Long Range Planning Committee to create that list.

#### **Friends of the Somers Library**

The Friends met earlier today. All of Mrs. Miller's requests were approved, including the Library staff's request for money for improvements to Mrs. Miller's office (new furniture, carpeting, filing cabinets, etc.). Talk continues about proposed amendments to the bylaws. The Friends are now operating on a January to December schedule for memberships and renewals will be sent out shortly. A discussion took place about ways in which to promote the Friends more, as well as perks for being a member.

#### **NEW BUSINESS**

A section for New Business has been added to the agenda.

**Library Security Procedures and Protocols** – Although an emergency plan exists, it needs to be updated. Somers Police Chief Driscoll spoke briefly to the staff at their meeting on December 19, but Mr. Hasl would like to conduct a formalized training session for both the staff and Trustees. Mr. Clinchy knows of a resident who is retired from the Secret Service who may be able to help in this effort.

**Handbook for Library Trustees of NY State** – Over the holidays, Mr. Hasl once again reviewed his Handbook for Library Trustees of NY State and encouraged all to do the same. It is very well written and provides a lot of useful information.

**Video Conferencing** – Video conferencing was discussed, specific to using Skype video conferencing for Committee and Board meetings if emergency measures are necessary.

**Past Board Records** – Mr. Hasl spent some time reviewing past Board records, correspondences, etc. including the expansion proposal. He suggested all to do so at their leisure, particularly the new Trustees.

**Thanks** – Thanks were extended to Mrs. Stockwell for her service as President for the past four years by the Board and Councilman Clinchy, as well as for initiating a smooth transition for Mr. Hasl as the new President.

Mr. Hasl also thanked Mr. Kehoe for the analysis of the adopted Town budget that he shared with the Trustees.

The meeting was adjourned at 9:35 p.m. The next meeting will take place on Wednesday, February 13, 2013 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary  
Somers Library Board of Trustees

cc: Library Board of Trustees  
Library Director  
Town Board  
Town Clerk  
Director of Finance  
Friends of the Somers Library  
Somers Library Foundation